

Course Title:**Course Reporting Number:****Course Beginning and Ending Dates:**

to

Training Roster Submission Date:

G.M. Section 05.92.00: Record of Training (ETR-35) must be submitted to Field Training Records no later than (10) days after course end date (Governed by compliance with TCOLE rule 215.9.)

Instructions: [All steps are required]

1. Complete Section A (provided brief description)
2. E-mail completed form and ETR-35 to field.training@dps.texas.gov (ONLY e-mailed forms will be accepted).

Section A: Cause

A brief description is required.

- ☐ Late submission from Field Instructor (describe in detail):
- ☐ No prior knowledge of 10 day submission requirement:
- ☐ Incomplete roster from Field Instructor (describe in detail):
- ☐ Other reasons not stated above (describe in detail):

Field Training Coordinator (electronic signature)

E-mail

Date

Section B: Acknowledgment by Field Training Records Technician – Sandra Snead

Date

Comments:

- ☐ **Approved to Forward**
- ☐ **Not Approved to Forward**

Section B: Acknowledgment by Field Training Records Supervisor – Adriane Esparza

Date

Comments:

- ☐ **Approved to Forward**
- ☐ **Not Approved to Forward**

Section B: Signature Approval

Date

Comments:

- ☐ **Approved**
- ☐ **Not Approved**



Frank Woodall, Assistant Director – Education, Training and Research Bureau

Date